

Date: December 1, 2015

To: Risk Retention Groups

From: Commissioner of Commerce, Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 500, Saint Paul, Minnesota 55101-2198

Subject: Filing Requirements

Please read the filing instructions carefully. Documents must be received by the specified due dates.

Pursuant to Minn. Stat. §60E.04, Subd. 3, every risk retention group, doing business in the State of Minnesota shall submit to the Commissioner the items listed below. Failure to submit on time will result in disqualification of the risk retention group as a registered risk retention group in Minnesota.

**Risk retention groups are required to file their Annual Statements and Supplements, Quarterly Statements and Audited Financial Statement (Items 1 and 2) electronically with the NAIC (these items do not need to be filed with the Minnesota Department of Commerce). Hard copies of the State required filings (Items 3 and 4) should continue to be filed with the Minnesota Department of Commerce.**

<u>Item</u>	<u>Description and Filing Requirement</u>	<u>Filing Due Date</u>
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1.	<b>ANNUAL STATEMENT (File electronically with NAIC)</b>	March 1, 2016
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All documents required in the Supplemental Exhibits and Schedules Interrogatories (including Management's Discussion and Analysis and the Minnesota state page (Exhibit of Premiums and Losses) must be included.

2.	<b>AUDITED FINANCIAL STATEMENT BY INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT AND ACTUARIAL CERTIFICATION (File electronically with NAIC)</b>	June 1, 2016
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The financial statement submitted must be certified by an independent certified public accountant and contain a statement of opinion on loss and loss adjustment expense reserves made by a member of the American Academy of Actuaries or a qualified loss reserve specialist, under criteria established by the National Association of Insurance Commissioners.

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| 3. | <b>STATUTORY EXAMINATIONS</b> | Within 30 days<br>of acceptance |
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A copy of each examination of the risk retention group as certified by the commissioner or public official conducting the examination must be submitted to the commissioner.

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| 4. | <b>REVISIONS TO PLAN OF OPERATION AS SUBMITTED TO<br/>THE STATE OF DOMICILE</b> | Within 10 days<br>of change |
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This plan or study discloses the name of the state in which the risk retention group is chartered, as well as the Group's principal place of business, and such plan further includes the coverages, deductibles, coverage limits, rates, and rating classification system for each line of insurance the Group intends to offer. The Group will promptly submit to the Commerce Commissioner any revision of such plan or study to reflect any changes to the plan including, but without limitations, additional lines of liability insurance which the Group intends to offer, and any change in the designation of the Group's chartering state.

If you have any questions, please contact Nina Twardowski at (651) 539-1756 or [Nina.Twardowski@state.mn.us](mailto:Nina.Twardowski@state.mn.us).